

DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5000

USAFACFS Circular
No. 1-01-03

21 May 2003

Expires: 22 May 2005
Decorations, Awards, and Honors
UNIT COINS AWARDS PROGRAM

1. PURPOSE. To establish procedures to ensure unit coins are purchased and awarded in accordance with law and regulation.

2. REFERENCES.

- a. AR 6008-22, 25 Feb 95, Military Awards.
- b. AR 672-20, 29 Jan 99, Incentive Awards.
- c. DA Pamphlet 672-20, Incentive Awards Handbook.
- d. HQ TRADOC Memorandum, 23 Sep 96, subject: Delegation of Approval Authority.

3. APPLICABILITY.

- a. This policy applies to all TRADOC units, organizations, and commands under USAFACFS.
- b. This policy only applies to coins purchased with official operating funds (appropriated funds). It does not apply to coins purchased with personal or private funds, which are not subject to any of the restrictions of this policy, except that the design of the coin must comport with standards of good taste and decorum. In addition, this policy does not apply to coins purchased with official representation funds and nonappropriated funds; however, some additional restrictions do apply.

4. UNIT COINS.

- a. General. Unit coins are an important part of a unit's awards program. Unit coins provide leaders an effective means to provide immediate recognition of accomplishment to USAFACFS personnel for specific, articulable acts of exceptional service or achievement. Unit coins significantly contribute to the esprit, pride, and cohesion of an organization.

b. Submitting Request. Coordinate requests for purchases of coins with DRM before submitting through Chief of Staff to Commanding General for approval. Each request will include the current or proposed unit coin design and purchase costs. Resubmit for approval, all requests for additional coin purchases. Submit requests for exceptions to this policy in writing through Chief of Staff to Commanding General, USAFACFS.

c. Definition and Description. Unit Coins are custom minted and emblazoned coins or similar items, typically with a unit insignia on one side and an inscription on the reverse side. Unit coins shall bear an inscription such as "For Excellence" or "In Recognition of Outstanding Performance." Units may continue to use coins purchased prior to the effective date of this policy and that do not bear the appropriate inscription until supplies are exhausted. Commanders will ensure, however, that once existing supplies are exhausted, replacement coins will bear the appropriate inscription.

d. Purchase, Presentation, and Limitations.

(1) Units may only present unit coins to soldiers and federal civilian employees. Do not present unit coins to unaffiliated individuals; contractors; volunteers; visiting dignitaries; or to foreign soldiers or guests. For possible alternate funding to provide coins to these categories of persons, consult with Staff Judge Advocate, Administrative Law Division or Directorate of Resource Management.

(2) Units may only present unit coins for excellence in accomplishments or in announced competitions that clearly contribute to a unit's increased effectiveness. Units may also present them on a one-time basis for achievement that is unique and clearly contributes to increased effectiveness. However, do not present unit coins as gifts and or routinely for an individual's performance of his or her regularly assigned duties.

(3) Only brigade and battalion commanders (and their command sergeants major) and the head of the NCO Academy may use appropriated funds to purchase unit coins. USAFACFS directorates, departments, and special staff are not authorized appropriated funds for purchase of unit coins. Those persons authorized to purchase unit coins may present coins in accordance with this policy memorandum and may delegate to a subordinate the authority to present a coin on their behalf, on a case-by-case basis.

(4) Do not personalize unit coins with the name or signature of the presenter.

(5) Per fiscal year, the expenditure of appropriated funds for unit coins will not exceed \$3,000 for brigade-level commands and above, and \$1,000 for battalion-level commands, and the NCO Academy. This includes all costs associated with purchase (i.e., casting (die/set-up)) and coins within a fiscal year.

(6) Commanders and command sergeants major authorized to purchase and present unit coins are authorized to purchase only one coin design each. (However,

even though both the commander and command sergeant major may each be authorized a coin, the total amount expended to purchase those coins will not exceed the amount authorized at subparagraph (5) above.)

(ATZR-R)

FOR THE COMMANDER:



ROBERT A. CLINE
COL, FA
Chief of Staff

KATHY L. BANKS
Director of Information
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DISTRIBUTION:
All Organizations